

CITY OF BURBANK

SOCIAL SERVICES PROGRAM SUPERVISOR - NUTRITION

DEFINITION

Under direction, supervises, develops, implements and evaluates comprehensive on-site and home delivered nutrition and supportive services programs for senior citizens; supervises, trains, and evaluates professional staff; and does related work as required.

ESSENTIAL FUNCTIONS

Under direction, initiates, plans, organizes, publicizes, directs, and supervises a comprehensive offering of nutritional and supportive services, prepares grant applications, related reports, manages the purchases of food supplies and the maintenance of expenditure and inventory records, approves and modifies menus in accordance with program guidelines, maintains liaison with Nutrition Project Advisory Council; provides oversight in coordinating grant based activities; provides facility management for kitchen facilities and establishes effective relationships with other city departments for facility maintenance and service delivery. Supervises overall assigned program operation, inclusive but not limited to registration, collection and processing of fees, and appropriate operational documentation; assesses community interests in assigned programs and services areas; conducts program and activity evaluations, and makes recommendations; prepares and presents written and oral reports; develops, plans and administers budgets; identifies and secures alternative funding sources; trains, supervises, and evaluates employees; makes recommendations regarding hiring, promotions, transfers and disciplinary action, up to and including termination; prepares and leads staff meetings and in-service training programs; recruits, trains, supervises and recognizes volunteers; establishes and enforces policies and procedures; plans, organizes and conducts collaborative efforts within City departments, and community organizations or agencies; operates general office equipment including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – Federal, State, and Local health laws and regulations governing nutrition and Social Service programs for senior citizens; the governmental grant writing process; the operation of a high volume kitchen, menu and budget preparation; aptitude to evaluate and coordinate numerous programs and staff.
- Ability to – motivate, effectively evaluate, and guide staff to achieve programming and performance goals; understand and ascertain community needs and strive to achieve department goals; understand and implement written and oral instructions; demonstrate effective written and verbal communication skills, good judgment and decision-making abilities.

Education/Training: Graduation from an accredited college or university with a major work in Nutrition, Leisure Studies or closely related field and three years of full-time paid progressively responsible leadership experience in managing a nutrition and social services related program, including one year at a supervisory level program. A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Nutrition, Leisure Studies or closely related field may be substituted for one year of the required paid leadership experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, First Aid, and ServSafe Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language.